Chichester High School
Student Handbook

2019-2020
“Home of the Eagles”

“The beautiful thing about learning is that no one can take it away from you.’
- BBKing
The Chichester Crest, or Seal, was officially adopted as the Crest of Chichester High School with the opening of the joint Chichester Junior-Senior High School in 1953. The design is the result of research composing tradition, history, and achievement in symbolic form.

The eagle posed on six golden links represents the traditional. The Chichester teams have long been called the Eagles when they represented the Upper Chichester High School. The six links symbolize the six years of secondary education.

The left portion of the shield is part of the Coat-of-Arms of the Earl of Chichester, England, the original owner of this land in the New World. The Earl, in addition to being a large landowner, was engaged in commerce; the ten “drops” symbolize drops of pitch, which indicate his business interests.

The right portion of the Crest, the book, represents the fundamental truths and the search for learning.

The land now known as Chichester was part of an original grant of land owned by the Earl of Chichester, granted by William Penn, founder of Pennsylvania. Below the book, on the right side of the shield, is the “Charter” as signed by William Penn, with three gold spheres.

Regnum, a part of the original Coat-of-Arms of the Earl of Chichester, is a sign of nobility interpreted to mean “possessor of great power.”

The Chichester Crest is a real challenge to the students of Chichester.

**Alma Mater**

Our strong band can ne’er be broken
Form’d at Chichester High
Far surpassing wealth unspoken,
Sealed by Friendship’s tie.
Alma Mater, Alma Mater
Deep graven on each heart
Shall be found unwav’ring true
When we from life shall part.
Welcome to Chichester High School

Our school is a community of learners based on Positive Behavior Support (PBS) principles. Many individuals come together to support students and create opportunities for learning. Providing a quality education is our goal. As students, teachers, counselors, administrators, specialists, volunteers, support staff and coaches, we work and interact with each other for this purpose. This handbook is one guide to help everyone participate in this common effort in a positive and informed manner.

It is important that you and your parent/guardian review this handbook when it is given to you. It is also important to keep it as a reference for procedures and guidelines on the many topics listed in the table of contents.

Each of us has the responsibility as a member of the Chichester High School Community to respect the rights of others. Likewise, we must accept our role in the school by participating actively in an informed manner. If we are able to understand and follow these principles, each year will be a valuable, enjoyable and fulfilling one for all. The faculty and administration offer our best wishes and support for a successful school year.

The Administrative Team
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Upon arriving to school each day, report either to the Gymnasium or Cafeteria until being dismissed @ 7:24 by the bell. No student should be in the halls before school unless they have a hall pass from their teacher.

Bell Schedules

Regular Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:30-8:30</td>
</tr>
<tr>
<td>2</td>
<td>8:33-9:19</td>
</tr>
<tr>
<td>3</td>
<td>9:22-10:08</td>
</tr>
<tr>
<td>4</td>
<td>10:11-10:57</td>
</tr>
<tr>
<td>5</td>
<td>11:00-11:46</td>
</tr>
<tr>
<td>6</td>
<td>11:49-12:35</td>
</tr>
<tr>
<td>7</td>
<td>12:38-1:24</td>
</tr>
<tr>
<td>8</td>
<td>1:27-2:17</td>
</tr>
</tbody>
</table>

2 Hour Delayed Opening

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9:30-10:12</td>
</tr>
<tr>
<td>2</td>
<td>10:15-10:47</td>
</tr>
<tr>
<td>3</td>
<td>10:50-11:22</td>
</tr>
<tr>
<td>4</td>
<td>11:25-11:57</td>
</tr>
<tr>
<td>5</td>
<td>12:00-12:32</td>
</tr>
<tr>
<td>6</td>
<td>12:35-1:07</td>
</tr>
<tr>
<td>7</td>
<td>1:10-1:42</td>
</tr>
<tr>
<td>8</td>
<td>1:45-2:17</td>
</tr>
</tbody>
</table>

Early Dismissal Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:30-8:11</td>
</tr>
<tr>
<td>2</td>
<td>8:14-8:46</td>
</tr>
<tr>
<td>3</td>
<td>8:49-9:21</td>
</tr>
<tr>
<td>4</td>
<td>9:24-9:56</td>
</tr>
<tr>
<td>5</td>
<td>9:59-10:31</td>
</tr>
<tr>
<td>6</td>
<td>10:34-11:07</td>
</tr>
<tr>
<td>7</td>
<td>11:10-11:42</td>
</tr>
<tr>
<td>8</td>
<td>11:45-12:17</td>
</tr>
</tbody>
</table>
Section I Academics

Grading Practices

Reporting pupil progress is very important to the faculty and administration of Chichester High School. Student report cards will show a letter grade, which reflects student achievement in each course.

Grading Policy

The grading policy for Chichester High School is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98-100</td>
</tr>
<tr>
<td>A</td>
<td>93-97</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

- All grades given for daily assignments, class participation, projects, quizzes and examinations will be considered when compiling the grade issued for a report card.

- Marking period grades will be based on the student’s earned percentage grade. Class rank will be based on the final grade average.

- Students in danger of failing one or two subjects for the school year must contact their respective guidance counselor for summer school.

- The grade point average shall be computed by dividing the total number of grade points for all subjects by the total number of subjects for which a grade point was received. Only subjects for which an A, B, C, D, or F are received shall be included in determining the grade point average. All grades for all subjects and the grade point average shall be computed on a weighted basis. Mid-marking period progress reports and end-of-marking period report cards shall not be used to verify eligibility.

Grade Placement

Homeroom assignments and grade level will be determined by the appropriate accumulation of credits AND for freshmen and sophomores, a passing grade MUST be obtained in BOTH English and Math classes to matriculate to the next grade. Students must earn at least 4.0 credits in grade 9 to be promoted to grade 10 and to be placed in a 10th grade homeroom. Placement is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 10</td>
<td>4.0 credits</td>
</tr>
<tr>
<td>Grade 11</td>
<td>10.0 credits</td>
</tr>
<tr>
<td>Grade 12</td>
<td>17.0 credits</td>
</tr>
</tbody>
</table>
**Graduation Requirements**

Grades 9-12 graduation requirements and promotion of students as per Chapter 5 Mandate and School Board Policy: students will be required to take and pass a minimum of 24 credits, grades 9 through 12.

The breakdown is as follows:

- **English** 4 credits
- **Math** 3 credits
- **Science** 3 credits
- **Social Studies** 3 credits
- **Arts/Humanities** 2 credits
- **Health/Phys. Ed** 1 credit

**Electives from District Approved Course List** 8 credits

**Completion of Senior Project**

*Arts/Humanities credits can be earned by the following courses: World Geography, European History, Foreign Language, Art/Music Courses, Journalism, Family & Consumer Science, and Technology Education.

**Health & Physical Education credits are earned through the mandatory physical education class each year and an embedded course in health.

There are certain courses required of all students at specific grade levels. (Freshmen Seminar is required of 9th grade students; etc.)

**Honor Roll**

- **First Honor Roll** – Students must attain all A’s and B’s in all subject areas.
- **Second Honor Roll** – All A’s and B’s and no more than one C or its equivalent in any subject. If a student has one C, this grade must be offset by an A in a major subject.
- **Superior Achievement Award** – A student must attain all A’s or the highest level achievement in each course taken.

**Plagiarism/Cheating**

Students are expected to maintain the highest standards of honesty in academic areas and in all other phases of school life. Academic dishonesty involves presenting another person’s words or ideas as your own or enabling someone else to do so.

The following are some examples of dishonest behavior:

- **Plagiarism**
  - Copying homework from another student or enabling someone else to do so.
  - Using someone else’s (whether a classmate’s or a published author’s) words in a paper without using quotation marks. Whenever you use a key word or more than two words in a row from another source, you must put those borrowed words in quotation marks and cite your source.
  - Using someone else’s (whether a classmate’s, published author’s or internet’s) ideas in a paper without giving that person credit.
Other Dishonest Behavior
• Looking at another student’s paper during a test or quiz.
• Telling a student answers during a test or quiz.
• Telling a student who has not yet taken a test or quiz what questions are asked on the test or quiz.

Distinction Between Honest and Dishonest Collaboration:
You are encouraged to work with your classmates on regular assignments. In fact, sometimes you will be required to do so. It almost always helps to talk about assignments with other people, whether parents, peers, tutors or teachers. When it comes to putting words on paper, however, THE WORDS YOU WRITE MUST BE YOUR OWN. Unless the teacher gives explicit instructions for an assignment to be written collaboratively, assume that even if you work on it with a friend, you must do the actual writing by yourself. If you are ever in doubt about the expectations for a given assignment, ask your teacher.

Penalty:
The school looks upon cheating on tests and in all other classroom situations as a very serious offense for which the minimum penalty is a zero for work covered by the test or assignment. In any case involving dishonesty, your parents will be informed of the facts by the teacher. Your Assistant Principal will be notified and a record will be made.

Reports to Parent/Guardian

Report Cards: Formal reports of scholastic attainment will be accessible to students and parents at the end of each nine weeks four (4) times a year. Report cards will not be mailed home. Students/Parents are urged to view them online via Powerschool (see link below).

Progress reports: Each marking period is nine weeks in length. Since all academic progress is available online via Powerschool (see link below), no formal progress reports will be mailed home. Students/Parents are urged review all academic progress on a regular basis via Powerschool (see link below). Students are expected to discuss their academic progress with their parents, and contact the appropriate teacher/guidance counselor with any questions.

https://powerschool.chichestersd.org/public/home.html

If you need a log in, please email rprofitt@chichestersd.org with the name of your student.

Approximate Dates

End of 1st Marking Period November 1
Report cards ready to view Week of November 4

End of 2nd Marking Period January 24
Report Cards ready to view Week of January 27

End of 3rd Marking Period April 3
Report Cards ready to view Week of April 13

End of 4th Marking Period June 12
Report Cards ready to view Week of June 15
Course Selection and Modification of Student Schedules

Students are encouraged to follow their teacher’s recommendations when choosing courses. If a parent/student decides to go against the recommendation of the teacher, a Parent Request for Course/Level Change must be obtained from the guidance counselor. The parent and student must sign the form stating that they are attempting to override the recommendation of the teacher and counselor. A parent/teacher conference, timed writing sample, work samples and/or portfolio review may be required before a level override is accepted. Level changes will not be made during the school year for students who elect this option; the commitment is for the duration of the course for which the override is implemented. A parent cannot request a course for which the student does not have the pre-requisite (e.g. if a student does not have final grade of “B” in Pre Calculus, he/she may not elect AP Calculus by using a parent override).

The first two weeks of the school year will be reserved for errors and omissions on schedules only. Students who do not complete a course selection sheet will be assigned courses and will not be permitted to change their schedules at any time.

Other requests for changes will be reviewed by an Administrator/Counselor committee after the first two weeks of school. Changes will be reviewed for students who submitted course selection sheets; students who did not complete course selection sheets forfeit their right to request changes! Schedule changes require Administrator/Counselor Committee approval.

** Please note that students may not always be able to receive their first-choice or second-choice electives and may need to be scheduled for alternate electives if the electives chosen conflict with their core subject areas and/or foreign language.

Level Changes

Dropping a level in a course (i.e. going from an Academic course to a General course) will occur only after first marking period grades are available. If a student was recommended for the course in which he/she is enrolled, that student must make every effort to be successful in the class before a level change will be considered, including completing homework assignments and seeking tutoring/extra help. Level change requests will be reviewed by the Administrator/Counselor committee. Drops in level will be considered only for students who continue to have difficulty with the course after putting forth consistent effort. Approved level changes must be processed no later than two weeks after the first marking period.

Students who want to consider Advancing a level in a course (i.e. going from a General course to an Academic course) must meet with his/her counselor. A teacher’s recommendation, parent permission, and Administrator/Counselor committee approval will be required in order to advance a level in a course. Such requests will be considered only for those students achieving an “A” in the recommended course and can occur no later than four weeks into the first marking period.

Withdrawal from Course

Students who wish to request a withdrawal from a course should speak to their counselor. The counselor will gather data from the parent, student and teacher. After reviewing the data, the counselor will take the information to an Administrator/Counselor committee for approval if:

- It is determined that the withdrawal is in the best interest of the student
- The course request is consistent with career and educational goals
- A replacement course is available.
• Course withdrawals must be processed no later than four weeks into a course or at the beginning of the second semester.

Course withdrawals occurring at the end of the second marking period will result in the student receiving a grade of “WF” which will be included in the calculation of the student’s G.P.A. and class rank. The withdrawn course will also be visible on the student’s transcript.

A grade of “W” or “WP” can be considered if approved by administration that dropping a course is in the best interested of the student. The withdrawn course will be visible on the student’s transcript. A dropped course may not entitle the student to receive partial credit for the course.

If a senior drops a course and has already applied to college/trade school, etc. the school will be notified that the student dropped a course.

Section II Student Services

Counseling Services

The guidance office is open to all students throughout the school day. Counselors will always be available to help you with questions and problems that you will face at Chichester High School.

Before you go to the guidance office, you must secure either a pass from your subject teacher or request a pass from the guidance counselor. This pass must be signed again by the counselor before you return to class.

Procedure to Obtain a Counselor Appointment
1. Place name and request for an appointment with the guidance secretary.
2. Students are permitted to see counselors during class periods only with a pass signed by a teacher.
3. Students must first report to the guidance secretary before seeing the counselor.

Visitation for Interviews/Tours During School Time
(Post High School Training, Employment, Service)
1. Students must obtain a trip permission slip from the attendance office.
2. The form must be signed by a parent and each of the student’s teachers.
3. The form is to be returned to the attendance office at least three days before the day of the visitation or interview. Students are limited to three college visits per year.

Meetings with Colleges, Technical Schools, Business Schools, and Employment Representatives at Chichester High School
1. Visitation will be announced during the morning announcements and will be placed in daily bulletins.
2. Students will sign up with the guidance secretary for meetings no later than before school on the morning of the meeting.
3. Interested students are permitted to attend meetings only if they are in good standing in the class that will be missed and if the teacher gives permission.

Transcript Requests
1. Obtain a transcript release form from the guidance secretary.
2. Submit a completed request form and any other information you would like to have sent with your transcript, such as college application or reference letter.
Health Services

The nurse maintains school office hours to handle first aid and emergency care for all students. Parents are encouraged to report any health problem to the school nurse. Certain information may be shared with other staff members when the nurse deems it necessary for the health and safety of the student. Otherwise, information shared with the school nurse will be considered confidential.

If a student becomes ill in school, the student should report to the nurse who will decide what should be done.
- Students going to the nurse’s office must have a pass.
- Students who are ill may not leave the school without authorization. In case of an emergency when the student is unable to see the nurse, the student should report to the main office.

For the safety of all students, students are not permitted to carry any type of prescription or over-the-counter medication except Epi-pens and inhalers (refer to Board Policy 210.1). All medication administration must be supervised by the nurse or nurse’s designee in the Health Office. If a student must take medication in school, the following must be turned in to the nurse:
- A note from the parent/guardian giving permission for school personnel to supervise medication administration. Contact the Health Office 610-485-6881 ext. 1928 for a medication form.
- A physician’s order stating medication to be given.
- Medication in its original container, labeled with student’s name and number of pills enclosed, the name of the medication, and the time to be taken must be sent to the nurse in the Health Office.
- No student may receive Tylenol or Tums unless they have turned in a signed emergency card to the nurse’s office.
- A student found in possession of prescription medication will be assigned appropriate disciplinary actions.

Dispensing Medications
Some medications must be administered during the school day. Those medications should be brought to the nurse, along with a physician’s prescription and a note from the parent. All controlled substances (ex: prescription pain medication, Ritalin, Adderall) must be brought to school by an adult.

Health Screening
The Pennsylvania Department of Education mandates that every student have his/her height, weight, and vision tested annually. Blood pressures are also taken. Eleventh grade students and students with known hearing deficits receive hearing screenings. Students failing their exams will be referred for professional outside assessment.

Hydration
Water fountains are available throughout the building. Students are encouraged to have fluids at breakfast, lunch and throughout the day as needed. (Students may not carry water bottles or any other drinks outside of the cafeteria.)

Library/Media Center

The library/media center is available for all students throughout the day for research and study.

Hours and use: 7:30 a.m. to 2:40 p.m. on Monday, Wednesday & Friday.
- A student is responsible for all materials checked out in his/her name.
- Borrowing time for material varies.
Materials checked out must be returned.
Overdue materials are subject to a fine.
Check-out privileges may be suspended until fines are paid.
Students may not report to the Media Center without an authorized pass from a teacher.

Scholarships
The Guidance Department will assist any student in applying for scholarship aid. When scholarship announcements arrive, they are located in the Guidance Department.

Student Assistance

Chichester High School Student Assistance Program (SAP) is the name for the Student Assistance Program in the Chichester School District. The purpose of this program is threefold:

- To identify students who are having problems in school because of drug/alcohol use or due to mental health issues.
- To intervene when appropriate either by personal contact or support groups.
- To refer students for appropriate help when needed.

The SAP program is available to all students in the high school. The SAP staff is composed of specially trained school staff and outside agency consultants. These members are committed to helping students with difficulties to succeed in school.

How do students get referred to SAP?
Anyone who is concerned about a student can make a referral. This could be a student, parent, teacher or other staff member. The referrals are kept confidential as are all SAP actions. The names of the individuals making referrals need not be shared with the student being referred.

A mailbox for SAP referrals is available in the nurse’s outer office.

Testing Information
Bulletins, which contain Registration Forms, are available in the Guidance Office. Chichester High School’s code number is 390380. Tests listed below will be administered at Chichester High School or a local school district. Call the Guidance Office @ 610-485-6881 ext. 1907 for additional information.

<table>
<thead>
<tr>
<th>ACT Assessment Tests</th>
<th>Advanced Placement (AP) Examination Dates</th>
<th>SAT Dates 2019 - 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, September 14, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday, October 26, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday, December 14, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday, February 8, 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday, April 4, 2020</td>
<td></td>
<td></td>
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<tr>
<td>Saturday, June 13, 2020</td>
<td></td>
<td></td>
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<tr>
<td>Saturday, July 18, 2020</td>
<td></td>
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<tr>
<td>May 4 – 15, 2020</td>
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<tr>
<td>ASVAB Test TBA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSAT/NMSQT Test Date Wednesday, Oct 14, 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday, October 8, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday, November 2, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday, December 7, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday, March 14, 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday, May 2, 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday, June 6, 2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Keystone
Dec 2-13
Jan 6-17
May 11-22
Work Permits

The state law requires each student seeking employment to obtain a certificate for employment from the school district.

Work permits are available daily, Monday through Friday, in the High School Office. Call 610-485-6881 Ext. 1930, for additional information.

PBS

What is School-Wide Positive Behavioral Interventions & Supports?

1. “What is School-Wide PBIS?”

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. SWPBS provides an operational framework for achieving these outcomes. More importantly, SWPBS is NOT a curriculum, intervention, or practice, but IS a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

2. “What Does School-Wide PBIS Emphasize?”

In general, SWPBS emphasizes four integrated elements: (a) data for decision making, (b) measurable outcomes supported and evaluated by data, (c) practices with evidence that these outcomes are achievable, and (d) systems that efficiently and effectively support implementation of these practices.

Section III General Information

Address Change

Change of address or telephone numbers must be reported to the Records Office by calling (610) 485-6881 ext. 5056. Failure to properly report change of address may result in a disenrollment from school.

Cafeteria

Cafeteria staff, in order to comply with government requirements, will issue and request students to observe the following:

- Each student will receive an individual tray.
- Only one lunch special per person. All other items will be run ala carte.
- Items not permitted in the food pick up line include backpacks, lunch bags, coats and books.

The following are PBS Expectations that should be followed while in the cafeteria:

Earn Respect
- Be courteous to all cafeteria staff and teachers
- Maintain appropriate volume
- Treat food and other objects as intended

Always Make Good Choices
- Practice good manners
- Let others feel welcome at your table
• All unauthorized devices are to be put away
• Use appropriate language

**Give Your Best Effort**
• Be on time for lunch
• Make healthy choices

**Live Responsibly**
• Recycle
• Place all trash in the proper receptacle
• Keep eating area clean

**Excel**
• Encourage others to clean up their trash

In addition, students are expected to observe the following school cafeteria regulations:

1. Students are expected to conduct themselves in an orderly and courteous manner while entering and leaving the cafeteria.
2. Students are expected to practice acceptable patterns of behavior and eating habits during the lunch periods.
3. The student body is expected to follow the cafeteria rules:
   a) Avoid shoving and roughhousing in line.
   b) Be responsible for the cleanliness of an assigned area. The entire table is responsible for cleaning up the area and floor trash. Students who are left alone at a table with the trash of others should register a complaint with the administrator on duty and provide the names of offending students.
   c) Do not take food or beverages from the cafeteria without permission.
   d) Place all trash, leftovers and refuse in the properly stationed containers.
   e) Place all trays in the properly designated areas.
   f) Exhibit respect for cafeteria personnel as well as other students at all times.
4. Food preparation area is off limits to students.
5. Misconduct in the cafeteria will result in appropriate disciplinary actions.
6. Students may purchase food during pre-school breakfast and their assigned lunch period only.
7. Stealing food and/or beverages will result in suspension and proper authorities will be notified.
8. No food or drink is allowed outside of the cafeteria.
9. “Fast-food” deliveries are not permitted.

**Debts, Fines, and Obligations**

Students are responsible for the care and return of all school material including class dues, laptops, chargers, textbooks, emergency cards, fund-raising monies, health records, uniforms etc. Any questions, please contact Jenn McClure ext. 1907.

* All students must pay $5.00 per year class dues.
  All students must pay $25.00 per year for their laptop fee.

• All laptops fees must be paid prior to attending the homecoming dance.
• All student debts, fines and obligations must be cleared prior to attending the, 9-10 dance, junior and senior proms, prior to graduation, and prior to student withdrawal.
• Failure to resolve any obligation will result in the student losing their rights to attend proms and/or receive their diploma.
• Class dues are paid to help pay for expenses incurred by the class activities, such as down-payments for proms, or supplies needed for the 9/10 dance.

Emergency Evacuation and Fire Drills

Fire exits are indicated in each room and there is an assigned route for leaving each building. Class groups must stay together and follow the teacher’s orders. Parents will be notified via district emergency broadcast of the location of your child.

The Following PBS Expectations are to be followed during all drills:

Earn Respect
• Maintain an appropriate volume
• Be courteous to staff as they direct you.

Always Make Good Choices
• Keep unauthorized devices away
• Use appropriate language
• Exit and return quickly and quietly

Give Your Best Effort
• Report to your designated area immediately
• Listen to instructions

Live Responsibly
• Take all fire drills seriously
• Report safety concerns immediately

Excel
• Help others
• Be calm

Hallway Regulations and Passes

To create and maintain good order in halls and stairways at all times, students are expected to conduct themselves as ladies and gentlemen. The following regulations are appropriate:

• Keep to the right and keep moving.
• At all times during the school day, except when classes are passing, pupils in the hallway must have in their possession a pass from the teacher to whom they are responsible.
• It is the duty of each student to maintain cleanliness in the halls and stairways.

The Following PBS Expectations are to be followed while in the hallway:

Earn Respect
• Maintain an appropriate volume

Always Make Good Choices
• Be mannerly
• All unauthorized devices are to be put away
• Use appropriate language

Give Your Best Effort
• Walk directly to class without stopping

Live Responsibly
• Keep hallways free from litter

Excel
• Practice socially acceptable behavior

Hallway passes
Students are required to sign out on class logs prior to leaving class for any reason. Students are also required to have a hallway/lavatory pass signed by the classroom teacher before leaving the room. Keep the teacher pass in your possession while out of the room and present it to any staff members who request to see your pass. If a student is detained by a teacher at the end of a class period, he/she should ask that teacher for a late pass for the next class. Students should **not go to the office for a late pass to class**. Any student found in the halls without a pass will be given a disciplinary action.

Only school issued hallway passes are acceptable. Passes will only be given in class for the Nurse’s office and Lavatory. If a student is called to the Guidance or Main Office, they will be issued a hallway pass.

Bathroom Passes
Bathroom passes are given by your teacher. Each student is given 5 passes per class per marking period. The pass should be filled out prior to leaving the classroom. Extensive time at the bathrooms may be deemed a violation of a Hall Pass. Bathroom passes will only be given 15 minutes after the start of class and 15 minutes before the end of class. If student has a medical problem, he/she shall be required to bring a note from his/her physician to the nurse’s office.

The following PBS expectations should be followed while in the bathroom:

Restricted Area
Any student found in an unauthorized or restricted area will be given a consequence which may include in-school suspension or out of school suspension. Students found in an unauthorized area are also subject to search by an Administrator.

Parking Lot Passes
Students are not permitted in the parking lot (both front and rear) without a pass from an administrator. Failure to comply with this rule will result in a consequence per administrative disposition.

Lockers

The Administration reserves the right to open and search lockers in case of an emergency or with reasonable suspicion. Students shall not expect privacy regarding items placed in school lockers. Random, periodic or sweeping searches, including canine drug searches, of all lockers will be conducted by school administrators.

• Lockers are assigned to each student for the storage of school issued materials and clothing articles.
• Students are not permitted to use their lockers during class time unless they have a pass from their teacher.
• Homeroom teachers will assign lockers. Students are urged to use locks on their assigned building and physical education lockers. If you change lockers, you must register the change in the building office.
• Lockers are to be kept clean and only books/clothing should be left in lockers.
• The Chichester School District will not be held responsible for items missing or destroyed from/in a student’s locker.
• If a student needs a lock cut off, he/she should report to the office. Upon locker verification, the lock will be cut off.
• All students will be required to pay a $6.00 replacement fee for each hall and/or gym lock that is replaced.
**Gym Lockers**

- Gym locks are for use in the gym building only.
- Students are not permitted to use gym locks on hall lockers.
- The Chichester School District will not be held responsible for items missing or destroyed from/in a student’s locker.

**Parking**

Recognizing the legitimate needs of those students who must drive to and from school, the Board of Education has established the following parking guidelines:

1) Only those resident students who have permission from administration and who are enrolled in the 12th grade are eligible to drive to and from school and park in the numbered student lot.
2) Only seniors who were the top performing 11th grade students on the Keystone exam, including students in honors, academic and basic courses, are awarded parking spots.
3) Approval to drive a private motor vehicle to and from school shall be contingent upon submission of the following:
   a) A completed application signed by the student and parent/guardian.
   b) A valid driver’s license.
   c) Proof of motor vehicle registration.
   d) Proof of motor vehicle insurance.
   e) A $5.00 registration fee per car.
4) Each registered vehicle must have a parking permit displayed. If more than one car is being driven, each car must be registered and display the permit.
5) Failure to follow the prescribed rules and regulations may result in the suspension or revocation of this privilege.
6) Violation of the parking permit requirement shall be enforced in accordance with applicable provisions.
7) All cars should be parked in marked spots only. At no time may students park in reserved parking.
8) Students attending Vo-Tech may not drive to those locations without a parent and administrative approval.

**Telephone**

Telephones will be available for student use during lunch periods, before & after school. Students will not be called out of class to use the telephone, except in the case of an emergency. A phone is located for student use in the attendance office.

**CELL PHONE/ELECTRONIC DEVICES POLICY**

Chichester High School has adopted a new cell phone/electronic devices policy. By managing the environment in which cell phones and other electronic devices are used, Chichester HS will be able to focus on teaching digital citizenship and providing students with the opportunity to demonstrate digital responsibility.

The following elements define the new policy:

1. Student cell phones/electronic devices are not to be seen or heard in a classroom for any reason unless the student has been specifically given permission by the classroom teacher. A teacher may confiscate a student cell phone/electronic device for cause and either return it at the end of the class or take it to the main office for repeat offenders.
2. External speakers are not permitted. Administration reserves the right to confiscate external speakers until a parent/guardian conference is held.
3. Students are not permitted to leave class for the purpose of using a cell phone/electronic device. In the case of an emergency, students may ask permission to go to the office where they can use their phone or a school provided phone.

4. The use of cell phones/electronic devices will be permitted in the hallways during transition time between periods, in the cafeteria and the gym before HR, and in the cafeteria area during the student’s lunch time.

5. Students should not use cell phones/electronic devices in the hallways during regular classroom time.

6. The taking of electronic pictures or video is not allowed at any time in any location unless specific written permission is granted by Administration and is related to an academic assignment.

7. Electronic devices must be set to vibrate or silent.

8. Administration has the authority to detain and search any student upon reasonable suspicion of inappropriate use of an electronic device.

9. Upon reasonable suspicion of inappropriate use, Administration has the authority to confiscate the electronic device from the student’s possession. The device may be returned to the student but repeated offenses may require a parent/guardian conference for the return of the device.

10. Any student who refuses to surrender a cell phone/electronic device when asked will be issued a consequence by Administration that may include, but not limited to, one day of ISS/OSS/Saturday Detention.

If Administration observes that the student use of cell phones/electronic devices disrupts the educational process, Administration reserves the right to re-evaluate and change the cell phone/electronic devices policy at any time.

**Visitors**

Official visitors must report directly to the main/attendance office and produce a valid ID. Visitors who do not register and do not have passes will be considered trespassers.

**Valuable Personal Belongings**

Students and parents are advised not to bring personal possessions of great value to school. No one should assume insurance protection by the School District in the event that personal possessions are lost, damaged, mislaid, or stolen. If students choose to bring personal possessions to school or to keep them in school, they should be sure that their own insurance protection is adequate. The school is in no way responsible for personal belongings.

Extensive time investigating lost or stolen property due to irresponsible behavior by the owner will not take place. Any report of lost or stolen property that is not permitted on school grounds could result in disciplinary action.

**Weather Delays**

Only under the most severe weather conditions will the Chichester School District be closed. The announcement will be made over the Chi Channel (11), radio stations and television stations and over the emergency call system. The number 458 designates the Chichester School District. Facebook and other district sanctioned social media may also be utilized. In the event of bad driving conditions in the morning, schools may be delayed. Follow the time delay specified in the announcement.

**Section IV Athletics/Activities**

**Activities available**

Students are encouraged to take part in school-sponsored activities. The purpose of these activities includes developing special talents and interests, as well as providing experiences in organized group activities.
The following activities are currently functioning in the high school:

<table>
<thead>
<tr>
<th>Art Honor Society</th>
<th>Interact</th>
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<tbody>
<tr>
<td>Band</td>
<td>Lacrosse</td>
</tr>
<tr>
<td>Baseball</td>
<td>National Honor Society</td>
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<tr>
<td>Basketball, Boys</td>
<td>Rho Kappa (Social Studies Honor Society)</td>
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<tr>
<td>Basketball, Girls</td>
<td>SADD (Students Against Destructive Decisions)</td>
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<td>Cheerleading</td>
<td>Soccer – Boys Soccer – Girls JV</td>
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<td>Chorus</td>
<td>Softball</td>
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<td>Close Up</td>
<td>Spanish Honor Society</td>
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<td>Community Service</td>
<td>Spring Play/Stage Crew</td>
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<td>Cross Country, Girls</td>
<td>Student Council</td>
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<tr>
<td>Diving</td>
<td>Swimming</td>
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<tr>
<td>Delco Hi-Q</td>
<td>Tennis, Boys and Girls</td>
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<td>Eagle Eye – Newspaper</td>
<td>Track, Boys</td>
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<tr>
<td>FBLA – Future Business Leaders of America</td>
<td>Track, Girls</td>
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<tr>
<td>Field Hockey</td>
<td>Tri-M Music Honor Society</td>
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<tr>
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<td>Volleyball</td>
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<tr>
<td>Golf</td>
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<td>Volleyball</td>
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<td>Indoor Track - Winter</td>
<td>Wrestling</td>
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<td></td>
<td>Yearbook</td>
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PIAA Eligibility

1. Any student under 19 or whose 19th birthday falls on or after July 1st will be eligible for all sports during the current school year.
2. If a pupil has been absent from school twenty days in a semester, he/she immediately becomes ineligible until he/she has attended school for sixty days.
3. A participant must never have played on a professional team. No pupil who has been in attendance more than eight semesters beyond eighth grade shall be allowed to represent his school in any form of athletics.
4. No pupil shall be eligible to represent his/her high school in any athletic contest unless he/she has been examined by a physician and his condition pronounced satisfactory. A certificate to this effect, together with his/her parent’s or guardian’s consent, shall be filed with the high school principal.
5. Post-graduates shall not be eligible.
6. Transfer students are eligible if their families have moved to the Chichester School District. Eligibility status of students who are in attendance via tuition, affidavit, or transfer from another school within the school district will be determined by the Athletic Director.
7. Ninth grade students must participate on ninth grade teams. In sports where there are no ninth grade teams, they are eligible under the normal rules of eligibility.
8. A student must be in attendance in school by 11:00a.m. in order to be eligible for play in scheduled competition on the same day.
## Computing Averages

<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th>LEVEL 2</th>
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<td>D-</td>
<td>60-62</td>
<td>WP</td>
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The grade point average shall be computed by dividing the total number of grade points for all subjects by the total number of subjects for which a grade point was received. Only subjects for which an A, B, C, D, or F are received shall be included in determining the grade point average. All grades for all subjects and the grade point average shall be computed on a weighted basis. Mid-marking period progress reports and end-of-marking period report cards shall not be used to verify eligibility.
A student must maintain a grade point average of 2.00 and have no more than one (1) failure in any subject.

In order for students to be considered eligible for athletic or extra-curricular activities for the beginning of the next school year, they must be eligible for promotion to the next grade according to the final GPA received in the current year.

Academic eligibility for athletic and extracurricular activities shall be determined at the close of school on Friday at the end of a one-week period, as established in writing by the Student Activities Director. Any student(s) failing to meet the requirement will lose eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement.

**Athletic Rules & Regulations**

It is our hope to maintain a program that is sound in purpose and will further each student’s educational experience. To help achieve this objective, the Chichester Athletic Department has adopted the following rules and regulations:

1) **ABSENCES FROM SCHOOL** - Student athletes will not be permitted to practice on the day of an absence from school unless prearranged with the high school office staff (funeral, college visit, etc).

2) **DISCIPLINE** - Members of our teams are expected to be role models in the school and community and demonstrate exemplary behavior for younger athletes who will follow. Therefore, any athlete who, by his/her behavior, becomes a discipline problem in the school or in the community may be further disciplined by the coaching staff.

3) **SUSPENSION** -
   - Out of School Suspension - Athletes suspended may not practice nor participate on any team during that period of time.

Also, the following Athletic/Activities Rules and Regulations form must be read, signed by students and parents/guardians, and returned before joining any team or activity:

**Chichester High School Athletic/Activities Rules & Regulations**

The Chichester School District recognizes the vital role athletics; student government and other activities play in promoting the physical, mental, social, emotional and moral development of its students. This material is being presented to you because your child has indicated a desire to participate in high school activities, and you have expressed your willingness to permit him/her to participate. Your family’s interest in this phase of our school program is gratifying. We believe that participation in activities provides students with experiences that will impact the rest of their lives. It is our hope to maintain a program that is sound in purpose and will further each student’s educational experience. It is important to note, however, that while education is a right, participation in co-curricular activities is a privilege; along with that privilege, are certain responsibilities.

**Before joining any team or activity, students and their parents/guardians are required to read, sign, and return this form.**

1) **ABSENCES FROM SCHOOL** - Student athletes will not be permitted to practice on the day of an absence from school unless prearranged with the high school office staff (funeral, college visit, etc).

2) **DISCIPLINE** - Members of our teams are expected to be role models in the school and community and demonstrate exemplary behavior for younger athletes who will follow. Therefore, any athlete who, by his/her behavior, becomes a discipline problem in the school or in the community may be further disciplined up to and including dismissal from the team.

3) **DISMISSAL FROM TEAM**
   - Any athlete caught hazing another athlete.
   - 3 unexcused absences from practice.
• 3 suspensions (ISS or OSS) during a season.
• Level 3 or 4 School Offense (ex. Theft, drugs, alcohol, assault, fighting, weapons, threats….)
• Possessing, using, distributing, attempting to sell, or selling an illegal drug will lead to dismissal from the team.
• A Felony Charge or conviction

I have read, understand and agree to abide by these rules and regulations.

Student Name (Printed) ____________________________ Date ________________
Student Signature ________________________________ Date ________________

I have read and understand these rules/regulations and agree to have my child abide by the same.

Parent/Guardian Name (Printed) ____________________________ Date ________________
Parent/Guardian Signature ________________________________ Date ________________

Any questions should be directed to: Director of Student Activities. 610-485-6881

Class Officer Requirements

Elected class officers represent the student body, the school, and community. Class officers serve as a role model for all students. An officer’s general attitude should be positive toward the school, fellow students, and faculty. This leadership position requires hard work and dedication to our school.

Duties Include:
• Serving as a model student
• Attending class officer meetings
• Working on the class float
• Planning for class dances/proms
• Attending class dances
• Fundraising for your class
• Working with faculty and administration to meet school goals

Member Requirements:
All class officers at Chichester High School must meet the following requirements. Failure to complete the requirements will result in the consequences listed below. Your signature, and that of your parent or guardian, signifies that you have agreed to meet the requirements or be subjected to the consequences.

• All officers are required to attend meetings for their entire term unless excused by the class advisor.
• All officers are required to participate in the activities sponsored by the class.
• Officers must have a minimum cumulative GPA of 2.5.
• All officers may not surpass 15 unexcused absences. (make-up time does not apply)
• All officers must follow the behavior guidelines of the school. Students may not have more than one out of school suspension or three post school extended detentions.

Consequences:
• If an officer’s GPA drops below a 2.5, that student will be on probation. Officers will be given until the next report card to bring up your grade. **Failure to do so will result in the loss of your position.**
• If an officer is suspended for any reason, he or she will be on a probationary period for the rest of the year. **Another suspension during that period will result in the loss of the position.**
• If an officer is given more than three post school extended detentions for any reason, he or she will be on a probationary period for the rest of the year. Any further detention will result in the loss of the officer’s position.

If any requirements are not met, you will be warned and put on a probationary period. Not adhering to the requirements during that time will result in the loss of the position.

Students are required to sign a form indicating they have understood these rules and regulations in order to become a class officer.

**Section V Attendance Policy**

**Board Guidelines**

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of conditions which may reasonably cause the student's absence.

The Board considers the following conditions to constitute reasonable cause for absence from school:

• Sickness
• Quarantine
• Death in immediate family
• Weather so inclement as to endanger the health of the child or make roads impossible
• Observance of a major religious holiday
• Other exceptional reasons with the approval of the administration

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction or health care; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday. The administration shall excuse absences only for those days on the list of major religious holidays published by the State Department of Education.

The Board shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.
The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.

The Superintendent shall develop procedures for the attendance of students which:

- Ensure a school session that conforms to requirements of State Board regulations.
- Govern the keeping of attendance records in accordance with State statutes.
- Impose on truant students appropriate incremental disciplinary measures for infractions of school rules.
- Ensure that students legally absent have an opportunity to make-up work.
- Issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent or guardian of the date(s) on which the absence occurred, that the absence was unexcused and in violation of law, that the parent must be notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.

Parent or guardian shall provide a written explanation for the absences of a student. These shall be required in advance for types of absence where advance notice is possible.

Excuse forms shall be completed and turned in to the school by the student within three (3) days after return from an absence. The absence of any student failing to comply with this time period will automatically become unexcused and illegal and the relevant school laws shall be applied.

**District Guidelines**

It is the philosophy of Chichester School District that daily attendance is an integral part of an effective educational environment. Since learning occurs in a sequential order, regular attendance is necessary for students to build upon previous information to provide understanding, and to develop skills in all areas of the curriculum. Daily attendance contributes to the total development of the student and helps the student develop a sense of responsibility, self-discipline and good work habits.

Although students who fail to attend school on a regular basis may jeopardize their educational progress, opportunities for credit recovery will be provided at the high school level.

**Compulsory Attendance Ages**

With certain exceptions, children from the ages of eight (8) to sixteen (16), inclusive, must be in attendance at a school in which the subjects require by law and the State Board of Education are taught in the English language.

**High School Guidelines for Unexcused Absences**

1. First unexcused absence - an automated call from attendance will be placed.
2. Second unexcused absence - an automated call from attendance will be placed.
3. Third unexcused absence - a “3 day letter” from attendance will be issued. If the student is recognized as a student with a disability, his/her case manager will also be notified.
4. Fourth unexcused absence - an automated call from attendance will be placed.
5. Fifth unexcused absence - a “5 day letter” from attendance will be sent home and the Attendance Office will contact the parent/guardian that additional unexcused absences will result in the creation of a Truancy Elimination Plan (TEP).

6. Additional unexcused absences (after the 5th) may involve:
   - Automated phone calls from attendance.
   - A Truancy Elimination Plan (TEP) created by a team that may include an administrator, counselor, parent, student and any other relevant staff. The TEP will be monitored by the counselor.
   - Referral to Truancy Court.

Also, upon the tenth (10th) unexcused absence in a marking period, the student will have loss of all privileges and extracurricular activities for the remainder of the marking period including, but not limited to, trips, dances, homecoming extracurriculars, Winter Formal, the 9/10 Dances, and the Jr. and Sr. Prom.

**Early Dismissals**

Each school shall establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and into proper hands. No student may be released on the basis of an unvalidated telephone call.

Children of estranged parents may be released only upon the request of the parent who has actual or de facto custody. If there is a dispute concerning which parent has actual or de facto custody, the designated Director should be contacted; but if he/she is unavailable, then the district’s solicitor may be contacted.

In addition to Dr.’s appointments and mandatory Court appearances which must be verified with official documentation, **a maximum of five (5) parent notes will be accepted for an excused Early Dismissal.**

**Excused Absences**

Excused absences are those absences where any “licensed practitioner of the healing arts” documents (via **Dr.’s note**) that a student is unable to attend school and/or classes.

Also, the following will constitute Excused Absences:

1. **A maximum of five (5) days absence per year for students verified by a parent note.** Any dates of absence beyond five (5) submitted with a parent note will be unexcused.

2. Family vacation, pre-approved by the principal, up to a maximum of five (5) days per school year. The following will be taken into consideration by the principal in granting permission for the trip.
   a) The student’s academic standing.
   b) The student’s attendance record.
   c) The effect the absence will have on the student’s educational welfare.
   d) The exceptionality of the request.

3. Pre-approved college visits for high school students up to three (3) days per year
4. Suspensions from school.
5. Illness verified by a physician’s note submitted within three (3) days of a student’s return.
6. Death in the family.
7. Religious holidays.
8. Mandatory Court appearance.
**Unexcused/Unlawful Absences**

Any absence which does not meet the definition of an excused absence including but not limited to the following:

1. Any day, for which a written excuse is not submitted within three (3) school days of a student’s return from an absence, including notes from physicians.

2. Any absence not excused by a physician’s note after five (5) absences verified by receipt of a parent note.

3. Truancy – Frequent or prolonged absence without satisfactory reason, or willful violation of the compulsory attendance laws, which are subject to the penalties provided for in the school laws of Pennsylvania.

4. Class cut.

**40/40 Rule**

In order for a student to qualify for summer school they must obtain at least a 40% average and no more than 40 absences. This is for a year long course.

**40/20 Rule**

In order for a student to qualify for summer school, they must obtain at least a 40% average and no more than 20 absences. This is for a semester course.

**Class Cuts**

So as to impress upon the students that class attendance is vital to the learning process, class cuts are unacceptable and will generate a discipline referral.

Also,

- All class cuts will count as unexcused minutes.
- Eight (8) class cuts will count as an unexcused absence from school.
- These unexcused absences will count towards truancy.

**Early Release/Incomplete School Day**

Students are not permitted to leave the school premises during school hours under any circumstances without permission from the principal, one of the assistant principals, a principal’s designee or the school nurse.

**Procedure**

When it is necessary to leave school, a student must present a written request, signed by his/her parent, to the office in the morning of the day on which he/she wishes to be excused.

If he/she wishes an early dismissal for a medical appointment, the request should include the physician’s name, address, phone number, and time of appointment. This can best be accomplished by providing the appointment card given by the physician or dentist.
If a student becomes ill during the school day, he/she should request a student pass from the teacher under whose supervision he/she is at the time. Then he/she should go to the health suite to see the nurse. After an examination by the nurse, the nurse will decide whether or not the student is to be excused to go home and will make the proper arrangements, which include contacting the student’s parents.

**Make-Up Work**

1. Pupils are provided an opportunity to complete assignments missed because of his/her absences. It cannot be assumed that the full benefit of missed work can be gained through merely make-up work, since it is clearly understood that the learning activity that takes place during the classroom period once missed can never be regained in its entirety; however, benefit can be received through assigned work. The guideline for missed work will be such that time allowed for completion of make-up work should be equal to the amount of time the student was absent. Arrangements for make-up is the primary responsibility of the student. Extended time or leeway may be granted by individual teachers. Time and work may be made up after school, at home, or during school hours. A student may be assigned by the teacher to do library work related to the work missed in class.

2. Students who cut class or have an unexcused absence, may be denied an opportunity to make up any work missed (including any Quiz/Test. Etc.) because of the class cut/unexcused absence.

3. Students may complete make-up work and are encouraged to do so for time missed because of an excused absence or an administrative action such as suspension, etc.

**Tardiness**

**Tardy to School**

The orderly conduct and overall climate of school, classrooms, and school activities require the prompt beginning of the school program. The school will assist in the educational process of teaching responsibility by having pupils avoid unexcused tardiness. Tardiness to school and/or class is disruptive to both teachers and students and results in loss of valuable instruction time. Minutes tardy to school will also count as unexcused time, which will be counted towards truancy.

**Procedure**

All students must report to period one by 7:30 AM or be considered tardy to school and will be marked tardy by the first period teacher. Any student who reports to school after 7:45 AM must report to an attendance office and sign-in before reporting to class. These students will be marked tardy by the attendance office and be given a pass to class. For the purpose of discipline, all tardiness will be counted as unexcused unless a doctor’s note is provided immediately upon entering school.

**Unexcused School Tardiness:**

**Procedure (per marking period):**

1. First through Ninth tardies - the first period teacher/attendance office will warn the student about tardiness and an automated call to the parent/guardian will be made.

2. Tenth tardy and any additional tardies – the attendance office will refer the student for administrative action which may include, but is not limited to, Parent Conference, Lunch Detention, Saturday Detention, Community Service hours, ISS/OSS and an automated call to the parent/guardian will be made.

**Unexcused Classroom Tardiness:**
The orderly conduct and overall climate of school, classrooms, and school activities require the prompt beginning of each class. When a student is tardy to class the educational process is interrupted for all students.

**Procedure (per semester):**

1. First tardy - teacher will warn the student about tardiness.
2. Second tardy – teacher will make parent contact about tardiness.
3. Third tardy – teacher will assign a detention or similar consequence.
4. Fourth tardy and beyond – teacher will refer the student to the office for administrative action including, but not limited to Parent Conference, Lunch Detention, Saturday Detention, Community Service hours, ISS/OSS.

**Hall Sweeps**

Any student late to school or class during a hall sweep may receive a consequence as per administrative disposition.

**Section VI Discipline**

**Discipline Levels**

The following are levels of consequences that will be administered to students for violating school rules. They may or may not be issued in sequential fashion.

**Level 1**

- Verbal reprimand
- Parent/guardian phone conference
- Teacher detention
- Parent conference
- In School Suspension (ISS)

**Level 2**

- Saturday Detention
- Parent/guardian phone conference
- In School Suspension
- Out of School Suspension (OSS)

**Level 3**

- Out of school suspension
- Parent informal hearing
- Possible law enforcement intervention

**Level 4**

- Possible expulsion
- Possible law enforcement intervention


**Saturday Detention**

Saturday Detention is part of the Campus Discipline Policy as a consequence for various infractions. Students can be assigned two (2) or four (4) hours on a Saturday determined by Administration. Saturday Detention is held in the High School Library or room D-5 from 7:55am – 12pm.

If a student does not attend a scheduled Saturday Detention for any reason, the detention will automatically be rescheduled for the next available Saturday Detention.

If a student does not attend the automatically rescheduled Saturday detention, the student will have a loss of all privileges and extracurricular activities including but not limited to trips, dances, homecoming extracurriculars, Winter Formal, the 9/10 Dance and the Jr. and Sr. Prom until the Saturday Detention is served. Students are responsible to consult the Main Office for Saturday Detention dates of operation.

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**Saturday Detention Admit ticket**

Dear Parent/Guardian of: ________________________________

Your son/daughter has been seen in Discipline for the following reason:

Date: ______________

Incident: _________________________________________________

Outcome: ________________________________________________

Date Assigned: ___________________

Hopefully this disciplinary action will result in improved decisions in the future. Your cooperation and support is appreciated in helping us to improve your child’s behavior and performance. Please feel free to contact Mrs. Butler at 610-485-6881 ext. 1929 to discuss the above incident or any other concerns you may have.

Please note: If a student does not attend the above assigned Saturday Detention, or the automatically rescheduled Saturday Detention, the student will be placed on privilege denial until the Saturday hours are completed.

Saturday detention begins at 8:00am. Please arrive by 7:55am. If your son or daughter is late, he or she will not be permitted into Saturday detention. His or her detention will be rescheduled for the following Saturday.

Student: ________________________________

Parent: ________________________________

Admin assigning the hours: ________________________________

Number of hours: __________
CHICHESTER SCHOOL DISTRICT SATURDAY DETENTION PROCEDURES

7:55AM Arrival – students will not be admitted after 8:00am

1. Students sit at alternating seats or tables.
2. No talking (unless working on a group project those students must keep the talking at a monotone level no more than 2 -3 students or discretion of teacher)
3. No note passing.
4. No sleeping
5. No cell phones (Give them an opportunity to turn items off or place in cell phone bin.) Nooks, e-readers, Kindles are permitted.
6. Students may write papers on their laptops
7. Students are to remain engaged by reading or working on homework.
8. Students must fill out their two part receipts with name, date, and hours to attend. The teachers collect these – count heads, count papers, and confirm attendance.
9. Organize these in alpha order – one group or two hour attendees, and one of four hour attendees. (This helps if students change or leave early.)
10. Receipts are available in the discipline office.
11. If a student is not cooperating within the Saturday Detention procedures after two to three warnings, the teacher can elect to send the student home and no credit will be given for the day.
12. The Saturday detention attendance must be given to the attendance secretary no later than the Monday morning following the Saturday school.
13. Students will be assigned work to complete if they do not bring work with them.
14. Students are permitted to work on art projects if they brought the material with them. However students are not permitted to sit and draw anything they want such as, doodling and or graffiti.

In School Suspension (ISS)

In School Suspensions or ISS are assigned for not following school policies outlined in the student handbook. Students who are assigned In School Suspensions must abide by the following rules and regulations. The In School Suspension monitor has the authority to enforce all of these rules. If a student fails to abide by these rules the student may be subject to further administrative disposition.

1. In School Suspension begins at 7:44 am and will end at 2:17 p.m. Students are to arrive on time and remain seated for the duration of the suspension.
2. Students are not permitted to sleep during In School Suspension.
3. Students are not permitted to eat or drink.
4. Students will have something constructive to work assigned to them during the duration of the in school suspension. If students complete their work, they may read. They will be responsible for class work missed during the In School Suspension.
5. Students should not be talking to other students during In School Suspension.
6. No electronic devices are permitted during In School Suspension.

Out of School Suspension (OSS)
Out of School Suspensions or **OSS** are assigned for not following school policies outlined in the student handbook. Students who are assigned OSS are not permitted on-campus at any time during the assigned OSS date(s). Also, students who are assigned OSS may not participate in, nor attend as a spectator, any school related sport/activity on-campus or off-campus during the assigned OSS date(s).

Further, any student who records 10 or more OSS dates in a semester will have loss of all privileges and extracurricular activities for the remainder of the semester including, but not limited to, trips, dances, homecoming extracurriculars, Winter Formal, the 9/10 Dances, and the Jr. and Sr. Prom.

**Computer Internet usage**

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-work or non-school related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Use of inappropriate language or profanity on the network.
10. Use of the network to transmit material likely to be offensive or objectionable to recipients.
11. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or downloading use of unauthorized games, programs, files, or other electronic media without prior approval of classroom instructor.
15. Use of the network to disrupt the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting personal communications in a public forum without the original author’s prior consent.
18. Access to network from unauthorized location (i.e. home, cellular phone).

Students shall be responsible for damages and defacing of the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior apply when using the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

**Dress Code- Refer to Board Policy #221**

When a student’s attire is disruptive to the educational process, the student will be temporarily removed from class/es until properly attired. If proper attire cannot be acquired in a timely fashion, parent notification will take place. If due to extreme need (heating, cooling problems, etc.) administration will notify the faculty and students of any changes. Students are expected to travel to and from school in the same attire that is worn while in school.
Parent cooperation is required to ensure that students comply with this policy. In extreme cases or after repeated reminders to conform to the dress code, it is possible that students will be asked to return home to change clothes. Parental effort could help avoid this and would be greatly appreciated by the school staff. Students who refuse to comply with the rule will be deemed an act of insubordination and student may receive disciplinary consequences up to and including out of school suspension. Administration reserves the right to determine the appropriateness of clothing.

The following are specific interpretations of this policy:

1. Students are not permitted to wear outer jackets or coats in school.
2. All headwear is prohibited from being worn in any school building during school hours, unless specific written permission is granted by administration. No bandanas may be attached or worn on person. No curlers or grooming paraphernalia will be worn.
3. Sneakers or shoes that are properly laced or fastened must be worn at all times; no slippers.
4. Clothing that may disrupt the educational process is not permitted including that which displays vulgarities or obscenities. Clothing that promotes the illegal or commercial use of drugs, alcohol, or tobacco/nicotine products or that includes sexual innuendo is not permitted. Anything (jackets, shirts, hats, lettering, make-up, hair, etc.) that symbolizes affiliation with gangs or cults is prohibited. Clothes that express violence and/or profanity either in written or art form are also prohibited.
5. Students are not permitted to wear extreme fashions (bare midriffs, halter tops, tube tops, tank tops, muscle shirts, short-shorts, tights etc.) or clothing with holes, tears, rips, etc. All shirts, blouses, and dresses must cover the navel, chest, shoulders, and back in standing and sitting positions.
6. Students are not permitted extremes in apparel, jewelry, or grooming that are distractive, disruptive, disrespectful, revealing, or unsafe. For example, chained wallets and spiked jewelry are not permitted.
7. Undue attention to an individual’s dress that detracts from the seriousness of the instructional process must be avoided. Therefore:
   a. Clothing that exposes bare shoulders, armpits, midriffs, etc. is prohibited. Examples are: halter tops, tube tops, and tank tops. Shirts cannot be of excessive length.
   b. Clothing that exposes excessive areas above the knee is prohibited. Examples are short shorts and short skirts, dresses and skorts.
   c. All pants or shorts must be worn in a manner deemed acceptable by administration. Excessively baggy-style pants or any styles that expose areas below the waist are prohibited.
   d. See-through clothing is prohibited.
   e. Tattoos that are offensive or suggestive should be covered.
   f. No pajamas, sleepwear, lounging attire, etc.
   g. Undergarments should not be exposed.

The Chichester administration reserves the right to prohibit any mode of dress/jewelry/hair style that is beyond current community/school standards or in any manner jeopardizes the health, welfare and safety of a student or other students.

**Hazing – Refer to Board Policy #247**

Chichester High School is committed to establishing an atmosphere which enhances self-worth, promotes appropriate behavior and ensures that students and staff recognize the value of others.
Hazing is a behavior which subjects newcomers or initiates to pranks and humiliating horseplay with the intent to ridicule, mock, or demean. At Chichester High School hazing of any type is unacceptable. Students involved in hazing will face disciplinary action.

**Inappropriate Display of Affection**

Public display of affection must be tempered with some modesty. Chichester High School is a public place; please limit your display of affection for each other while in the building or on school grounds. Inappropriate displays of affection will result in disciplinary action and parental notification.

**Harassment – Refer to Board Policy #248**

The School District prohibits all forms of unlawful harassment of students by all district students and staff members in the schools. Students who have been harassed should promptly report such incidents to the high school administration.

The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.

**Sexual Harassment – Refer to Board Policy #248**

According to school district policy 248 sexual harassment of any kind is prohibited.

Sexual harassment may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc., or other verbal or physical conduct or written communication of an intimidating, hostile, or offensive sexual nature.

Any person who alleges sexual harassment by any staff member or student in the district may complain directly to his/her immediate supervisor, building principal, or guidance counselor. The individual who initially receives the complaint shall immediately report the incident to the Superintendent. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct, and with the need to take corrective action when this conduct has occurred.

**Bullying Policy** Refer to Board Policy 249 Bullying/Cyber bullying

ADOPTED: January 20, 2009
REVISED: October 15, 2012

**Purpose**
The school district strives to provide a safe, positive learning climate for district students. The Chichester School District recognizes that bullying creates an environment of fear and intimidation, and distracts from the safe environment.
necessary for student learning. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying.

**Definitions**

- Bullying is defined for all purposes as an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting or outside a school setting, that is severe, persistent or pervasive and that has the effect of doing any of the following:
  1. Substantially interfering with a student’s education.
  2. Creating a threatening environment.
  3. Substantially disrupting the orderly operation of the school.

- School setting shall mean in the school, on school grounds, in-school activities, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the school.

- Bullying, direct or indirect, manifests itself in one (1) or more of the following forms: physical, verbal/written, and emotional.
  1. **Physical** – hitting, kicking, spitting, pushing, stealing and/or damaging personal belongings, sexual acts, and invasion of one’s personal space in an aggressive manner.
  2. **Verbal/written** – taunting, malicious teasing, name-calling, making threats, phone and Internet, and sexual remarks.
  3. **Emotional** – spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, ridiculing, and intimidating.

Bullying, as defined in this policy, includes cyber bullying.

- Cyber bullying is defined to include, but is not limited to, a communication or image transmitted by means of an electronic device, telephone, wireless phone or other wireless communication device, computer or pager.

**Authority**
The school district will not tolerate any acts of bullying occurring in the school, on school district property, in school vehicles, at a designated bus stop or any school-sponsored activity. The Board prohibits all forms of bullying by students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified.

**Delegation of Responsibility**
The Superintendent or designee shall develop administrative procedures to increase the awareness of the problems of bullying, and train staff to effectively intervene if bullying is witnessed in their presence or brought to their attention.

**Intervention Procedures:**
Teachers and other staff members who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten a staff member’s safety. The nature of the intervention will depend on the age of the students involved, the severity of the bullying and past history of bullying incidents.

Each building will implement a Positive Behavior Support Plan to educate staff members and students about bullying and to model positive behavior. The program will provide training for effectively responding to, intervening in and reporting incidents of bullying behaviors to staff and/or administration.
This policy and the procedure for reporting bullying incidents shall be reviewed with the students within ninety (90) days of adoption of this policy by the Board and thereafter at least once each year. The Superintendent or designee shall ensure that this policy and regulations are reviewed annually.

The Superintendent or designee, in cooperation with other appropriate personnel, shall review this policy every three (3) years and recommend necessary changes to the Board.

District administration shall annually provide the following information with the Safe School Report:
1. Board’s Bullying Policy.
3. Information on the development of the Positive Behavior Support program in all school buildings.

Guidelines

The Code of Conduct shall contain this policy and be disseminated to students annually. Further, this policy shall be posted on the school district’s website and at a permanent location in each school building where notices are usually posted.

Consequences for Violations
A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:
1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Loss of bus privileges.
5. Transfer to another school building, classroom or school bus.
6. Exclusion from school-sponsored activities.
7. Detention.
8. Suspension.
10. Counseling/Therapy outside of school.
11. Referral to law enforcement officials.

Student Responsibilities

The following listing of student responsibilities was taken from Chapter 12 of the Pennsylvania Code – Title 22 approved by the State Board of Education. All Chichester High School students are expected to assume these responsibilities.

1) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

2) The faculty and administration of Chichester High School believe that homework promotes achievement, good study habits, independence, and self-discipline by reinforcing that which is learned in school. Therefore it is very important that parents and students set aside the time and provide the necessary environment at home to complete daily assignments. Homework will be assigned by teachers as frequently as necessary for the student to develop mastery of the subject.

3) Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
4) It is the responsibility of the student to:
   a) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
   b) Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
   c) Dress and groom themselves so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
   d) Assume that until a rule is waived, altered, or repealed it is in full effect.
   e) Assist the school staff in operating a school for all students enrolled therein.
   f) Be aware of and comply with state and local laws.
   g) Exercise proper care when using public facilities and equipment.
   h) Attend school daily, except when excused, and be on time to all classes and other school functions.
   i) Make all necessary arrangements for making up work when absent from school.
   j) Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
   k) Remain in the building during scheduled lunch periods.

5) Student Goals: Every student in Chichester School District is expected to:
   a) Appreciate his/her worthiness as a member of society.
   b) Behave in a positive manner toward the learning process, act as self-reliant learners, and understand the necessity of continuing learning throughout life.
   c) Apply basic principles and concepts of the natural and social sciences, the arts, literature, language and history.
   d) Develop competencies in observing, listening, reading, writing, speaking, and the use of mathematical symbols and reasoning.
   e) Maintain good health habits and understand the conditions necessary for physical and emotional well being.
   f) Appreciate the accomplishments of others while understanding and respecting those belonging to different ethnic groups.
   g) Adhere to the expectations and responsibilities as listed in this handbook.

**Student Rights**

The district respects the right of students to express themselves in word or symbol and to distribute materials as a part of that expression, but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community. Students will not be punished for the expression of their political views unless the speech causes a substantial and material disruption to school activities.

**Student Search Policy - Refer to Board Policy 226**

School administrative personnel shall have the authority to require students or other persons under the administrator’s jurisdiction to submit to a thorough search. A search may include but is not limited to the following: clothing, handbags, wallets, lockers and school bags in order to take possession of any unauthorized materials suspected of being in their possession.

When students under 18 years of age refuse to submit to a reasonable cause search as outlined in this policy, the parents of the student and the police are called immediately. When appropriate, body searches will be conducted by the police.

**Use of Video Cameras on Buses**
School buses may be equipped with video and audio recording devices which provide video and audio surveillance for safety, security, and disciplinary purposes. Students, their parents/guardians, and, where applicable, school bus drivers and passengers will be notified as to the presence and possible activation of any video and audio recording devices. The purpose of surveillance monitoring on school buses is to provide a safe environment for students, school personnel and contracted personnel. Surveillance monitoring will assist as a deterrent to misconduct which jeopardizes the safety of students and other permitted occupants of school buses, however it does not ensure the elimination of misconduct and cannot guarantee the absolute safety of those on board.

**Tobacco/Smoking Products- Refer to Board Policy 222**

The Commonwealth of Pa. in 1996 enacted Act 145 prohibiting smoking and the use of tobacco in schools. The school district recognizes that use of tobacco by students presents a health and safety hazard, which can have serious consequences for both users and non-users. For purposes of this policy, tobacco shall be defined as lighted or unlighted cigarette, cigar, or pipe; other lighted smoking products and smokeless tobacco in any form; and possession of smoking equipment (ie: matches, lighters, etc.). Tobacco use and possession by students at any time in a school building, on any property, buses, vans, and vehicles that are owned, leased, or controlled by the Chichester School are prohibited.

Students violating this policy may be referred to civil authorities for charges. A student convicted of possessing or using tobacco products is in violation of this policy and may be fined up to $50.00 plus court costs.

In addition to the citation, students violating this policy will also be subject to school discipline procedures.

1. First offense – Citation Issued
2. Second offense - citation issued, withdrawal of parking privileges, detention or In school Suspension, and activities director or coach will be notified and activity/team rules will apply.
3. Third offense - citation issued and parent conference.

**Vandalism- Refer to Board Policy 224**

According to Pennsylvania State Law 3307 under the title of institutional vandalism, a person commits the offense of institutional vandalism if he knowingly desecrates or has the intent to desecrate any school or educational facility. This can include the possession of an aerosol spray paint can, broad tipped indelible marker or similar marking device on school property. Vandalism is defined as a misdemeanor of the second degree.

Desecrates is defined as defacing, damaging, polluting or otherwise physically mistreating in a way that the perpetrator knows will outrage the sensibilities of persons likely to observe or discover the action.
**Weapons Policy - Refer to Board Policy 218.1**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

**Definitions**

- **Weapon** - the term shall include but not be limited to, any loaded or unloaded firearm (including pellet guns, B.B. guns, and look-alike firearms); shot gun; rifle; any explosive device of any kind; Bowie knife, Dirk knife, lock-blade knife, hunting knife, or any knife, cutting instrument, or cutting tool; any other tool or instrument that is not reasonably related to education such as, chains, brass knuckles, nunchaku, night-sticks, axe handles, or straight razor/double edge razors; replica of a weapon; and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

- **Possessing** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education. The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.

Any student found to have violated this policy will immediately be reported to local law enforcement officials, scheduled for an informal hearing, cited for a ten (10) day out-of-school suspension, and presented to the Board for formal expulsion proceedings in accordance with the School Code. The building principal or designee will coordinate the informal hearing procedure, e.g. investigation; securing written statements, witness statements and anecdotal records substantiating the charges of possession, transmitting and/or transporting a weapon; and will implement the informative and notification requirements for a formal hearing for expulsion proceedings in accordance with the School Code.

Any professional staff member or school employee shall immediately inform the building principal of violations of this policy, and s/he will conduct the complete investigation. Failure to notify the principal will result in appropriate disciplinary action being taken by the district. The principal must immediately notify and/or summon:

1. Local law enforcement officials.
2. The Superintendent.
3. The parents/guardians of any and all students involved in the incident.

Upon reasonable cause for suspicion of violations of this policy, a search may be conducted in accordance with Board policy.

Students, staff and parents/guardians shall be informed at least annually concerning this policy.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.
When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

_Terroristic Threats/Acts Refer to Board policy 218.2_

**Purpose**
The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

**Definitions**
- Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.
- Terroristic act - shall mean an offense against property or involving danger to another person.

**Authority**
The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, staff member, Board member, community member or school building/facility.

**Delegation of Responsibility**
The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act. The Superintendent or designee shall be responsible for developing administrative procedures to implement this policy, which shall include a tip hotline phone number available to students.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

**Guidelines**
When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal shall notify the student’s parents/guardians and immediately suspend the student, according to Board policy and procedures.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the building principal may report the student to law enforcement officials.
4. The building principal shall inform any person directly referenced or affected by a terroristic threat.
5. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.
If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school the student shall be subject to random searches. In the case of students with disabilities, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.

Chichester High School
Campus Wide Discipline Plan

Chichester high school is committed to creating an atmosphere that provides all students with the best environment for learning and developing into college and career ready adults. In order to establish a learning culture, the school community needs to commit to the ideals of respect, responsibility, and accountability. Students must be taught to understand the importance of an orderly environment and learn to comply with school rules, school district policies, and state and federal laws. The goal of Chichester High School is to support and promote positive behavior.

Students, teachers, school administrators, and parents share in the responsibility to teach our students, demonstrate the need for an orderly campus, and understand that the goals of discipline ultimately result in providing students with the ability to succeed. This campus wide discipline plan provides a framework for goals, behaviors, and expectations that include student behaviors, teacher and staff responsibilities, and guidelines for administrators.

Discipline Action Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Daniel Nerelli</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Dr. Gregory Puckett</td>
<td>Assistant Superintendent</td>
</tr>
<tr>
<td>Mr. Michael Stankavage</td>
<td>High School Principal</td>
</tr>
<tr>
<td>Mr. Donald Morgan</td>
<td>High School Assistant Principal</td>
</tr>
<tr>
<td>Mr. Kenneth Salamone</td>
<td>High School Assistant Principal</td>
</tr>
<tr>
<td>Mr. Joe Thomas</td>
<td>High School Dean of Students</td>
</tr>
</tbody>
</table>

Disciplinary Philosophy

Students at Chichester High School will interact in a safe and secure environment with a focus on learning based on the tenets of respect, honesty, responsibility, caring, trust, and citizenship.

Campus Wide Expectations and Goals

1. Be Ready
   - Ready to teach and learn
• Have an attitude of seriousness and purpose
• Are on time for class
• Have necessary materials for class
• Homework is complete

2. Be Respectful
• Respect others’ personal space and property
• Respect the school property
• Keep hands, feet, and objects to yourself
• Able to agreeably disagree
• Respect differences
• Show empathy and compassion towards the needs and feelings of others
• Have a personal commitment to service and act to make a positive difference in the lives of others
• Respect that everyone has the opportunity for education
• Do not interfere with the learning opportunities of other students.
• Refrain from name calling and the use of vulgar language or profanity

3. Be Responsible
• Accountable for own actions
• Think before acting
• Responsible citizens
• Understand the benefits of education and take ownership for your own education
• Are an advocate for yourself, your education, and environment
• Follow projects through to completion

Campus Wide Student Procedures and Rules
1. Students are allowed to enter the building each morning at 7:05 am into a designated area.
2. Upon entering the building students are to report to the cafeteria (grades 11 & 12) or the “B” building (grades 9 & 10).
3. Any student eating breakfast should report to the cafeteria.
4. Students report to HR by 7:30 am.
5. Students have three minutes to transition between classes.
6. During an assembly, students will report to their assigned areas.
7. All students must leave school property at the end of each day unless they are participating in an approved activity, detention, approved academic enrichment, or a sporting event.
8. All students participating in (or attending) an approved activity, detention, approved academic enrichment, or a sporting event, must leave campus promptly at the conclusion of the event.

Campus Wide Teacher Procedures and Rules
1. Students may not be released from class during the first and last 15 minutes of the class period.
   • Hall monitors who observe students out of class during prohibited times will ask the student the identity of their teacher and email the teacher directly to inform them that their student is out of class.
2. Teachers should stand at their doors during all class transitions to monitor and supervise student behavior in the hallways.
   • Teacher must take ownership of the general area around their classroom door
   • Teachers should actively move students toward their class. Students are not allowed to wander to class at their own pace or engage in other activities that would make them late for class. Pace need not be addressed unless it makes the student late for class.
• Students should not be allowed to stand in the hallways outside of their class. They should be moved into the classroom.
• Teachers who have their lunch time or prep as the following class will assist in moving students to classes. Lunch and Prep begins after the second bell rings for the change of classes.

3. Students may not be locked out of any classroom or asked to stand in the hallways without adult supervision.
• Testing situation – Students are sent to another class
• Discipline reasons – This is a class management issue. Teachers should not place kids in the hallway for discipline.

4. Teachers must ensure that students have an approved pass at all times when out of class.
• Students must have an approved pass when leaving the cafeteria.

5. Teachers assigned to out of class supervision (hall duty, cafeteria duty etc.) will report on time.
• They will follow their last kid out of the classroom and report immediately for their duty. Students should not be kept by the teacher if it means impeding their duty.

6. Teachers must send relevant classwork with a student when they are referred out of class for behavioral reasons such as:
• Detention
• ISS
• OSS
• Saturday School

Classroom Rules
1. Teachers will define and explain the rules of conduct in their classrooms for all students. These rules must:
• Be consistent with district and school policies
• Be posted in the classroom
• Be short and concise

Documentation and Referral
Chichester High School has a tiered system for handling infractions of behavioral expectations. The system identified which interventions are appropriate, how many must be attempted, and when to involve parents or guardians. The goal is to correct student misbehaviors before a decision is made to involve administration. A tiered system provides teachers and administrators a framework for consistency and a reasonable progression in disciplinary responses.

There are four levels of disciplinary action but it is clear that teachers are expected to use informal classroom strategies and techniques that decrease the need for formal behavioral interventions that include but are not limited to:
• Clearly defined expectations for the classroom that include educating students regarding work habits and appropriate decorum.
• Employing instructional strategies and techniques such as proximity, visual and verbal clues, and other warnings to students that indicate the need to change behavior.
• Giving discreet, yet clear verbal warnings and reminders of expected behaviors.
• Providing avenues for students to “work off” minor, initial misbehaviors
• Using classroom management systems and positive reinforcement.

If informal strategies fail to modify behavior, teachers will then begin with Level One Interventions as outlined below and document the types of interventions used. Documentation should remain emotionally neutral, nonjudgmental, factual, and complete in detail. Documentation will be required to progress to higher levels of interventions.
Progression through intervention levels is recommended. It is recognized that there are certain behaviors and activities that pose such a level of disruption to learning or safety that immediate higher levels of intervention are required.

Level One Offenses
Level one offenses are minor acts of misconduct that interfere with orderly school procedures, school functions, extracurricular activities, transportation, and the learning process of students.

<table>
<thead>
<tr>
<th>Level One Offenses</th>
<th>Level One Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mild/inappropriate language/mild profanity</td>
<td>Minor graffiti</td>
</tr>
<tr>
<td>Horseplay</td>
<td>Minor verbal altercation</td>
</tr>
<tr>
<td>Defiance, disrespect, insubordination, noncompliance</td>
<td>Lying/cheating</td>
</tr>
<tr>
<td>Public displays of affection</td>
<td>Minor harassment, teasing, taunting</td>
</tr>
<tr>
<td>Failing to do classwork/unprepared for class</td>
<td>Disruption, excessive talking</td>
</tr>
<tr>
<td>Cell phone/electronic device violation</td>
<td>Late to class</td>
</tr>
<tr>
<td>No supplies</td>
<td>Littering</td>
</tr>
<tr>
<td>Excessive Tardiness (1-3 instances)</td>
<td>SAP referral</td>
</tr>
</tbody>
</table>

Level one offenses are classroom management issues and should be handled by the classroom teacher or staff member. A record of offenses should be maintained by the classroom teacher in the event that offenses are elevated to a higher level. In the case of injury students should be referred to the nurse. The following are suggested strategies for resolving level one offenses by students:
1. Verbal warning followed by a review of relevant rules or procedures
2. Conference with student
3. Written reflection by the student
4. Parent notification
5. Teacher detention
6. Formal/informal parent conference
7. Classroom behavior contract with student/parent, or student/student
8. Contact social worker/SAP team, guidance counselor
9. Withdrawal of privileges

Level Two Offenses
Level two offenses are intermediate acts of misconduct that may require administrative intervention. These acts include but are not limited to repeated, but unrelated acts of minor misconduct and misbehavior directed against persons or property but do not seriously endanger health, safety, or the well-being of others.

<table>
<thead>
<tr>
<th>Level Two Offenses</th>
<th>Level Two Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeated level one behaviors</td>
<td>Aggressive behavior</td>
</tr>
<tr>
<td>Refusing to relinquish a cell phone/electronic device</td>
<td>Gambling</td>
</tr>
<tr>
<td>Cheating/plagiarism</td>
<td>Pushing/shoving</td>
</tr>
<tr>
<td>Open defiance</td>
<td>Minor theft</td>
</tr>
<tr>
<td>Vandalism (minor and removable)</td>
<td>Property damage less than $50</td>
</tr>
<tr>
<td>*Walking out of class</td>
<td>Technology violations</td>
</tr>
<tr>
<td>Repeated or extended class disruption</td>
<td>Inappropriate physical contact</td>
</tr>
<tr>
<td>Inciting others to participate in level one/two behaviors</td>
<td>Repeated bus offenses</td>
</tr>
<tr>
<td>Aggressive profanity</td>
<td>Dress code violations</td>
</tr>
<tr>
<td>Profanity to an adult</td>
<td>Abuse of passes</td>
</tr>
<tr>
<td>Hazing</td>
<td>Cutting class</td>
</tr>
<tr>
<td>Insubordination</td>
<td>Disruptive or disrespectful behavior at school functions</td>
</tr>
<tr>
<td>Refusal to attend/skip detention</td>
<td>Obscene language or gestures</td>
</tr>
<tr>
<td>Chronic tardiness</td>
<td>Publishing/distributing libelous material</td>
</tr>
</tbody>
</table>
Level two behaviors are referred to the office at the teacher’s discretion and in compliance with school/district rules. Teachers should contact parents and inform them of their child’s infraction in cases where this is no administrative involvement. In cases of administrative involvement, the teacher will submit a completed disciplinary referral form that objectively states the facts in detail with documentation of prior occurrences and interventions. The student is to be kept in the classroom until summoned by school administration.

*Requires administrative involvement

**Level Three Offenses**

Level three offenses are serious acts of misconduct that require administrative intervention. These behaviors include, but are not limited to, repeated misbehaviors and serious disruptions to the school environment that may threaten health, safety, and or property but include other acts of serious misconduct.

<table>
<thead>
<tr>
<th>Level Three Offenses</th>
<th>OSS</th>
<th>OSS/Sap Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeated level one and level two behaviors – 1-7 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fighting (no physical staff intervention) - 3- 5 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fighting (physical staff intervention required)-5-7 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gang activity- 1-7 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual harassment/harassment/racial slurs-1-7 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual activity/misconduct, vulgar/obscene gestures-3-7 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Threatening students and staff-1-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate Physical Contact with staff – 3-7 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaking and entering (Burglary, Larceny)- 3-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Assault and Battery- 3-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol, drug paraphernalia- 3-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truancy- Refer to truancy court</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arson- 3-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refusal to identify yourself-1-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refusal to follow directives during safety drills- 1-3 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major misuse of Technology- 1-7 days OSS and 2 wk. loss of Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bomb threat, false alarm- 3-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under the influence of alcohol or drugs-3-7 days OSS/Sap Referral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use/possession of alcohol, drugs, tobacco-3-7 days OSS/Sap Referral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use/possession of prescription medicine-3-7 days OSS/Sap Referral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>***Use/possession of weapons-3-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>***Use/possession of fireworks-3-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trespassing-1-5 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disorderly conduct-3-5 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional vandalism-1-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeated bullying or harassment of students/staff-3-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major cheating -3-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extortion-3-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reckless driving on school property-1-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tampering with safety devices-1-7 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate use of cell phone – 1-7 days OSS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Level three offenses should be referred to the office immediately. Teachers must submit a completed disciplinary referral form that objectively states the facts in detail with documentation of prior occurrences and interventions. Administration will contact parents for level three offenses. Also, Level 3 offenses may involve a SAP referral, a referral to the Police, a referral to the CAP program, and/or a referral to the Office of the Superintendent for possible further discipline.
Level Four Offenses
Level four offenses threaten the health, safety, or well-being of others. These infractions must be immediately reported to school administration. These violations require notice to outside agencies such as law enforcement and district administration. Such acts may also result in additional criminal penalties being imposed.

<table>
<thead>
<tr>
<th>Level Four Offenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Battery  - 10+ days OSS</td>
<td>Rape - 10+ days OSS</td>
</tr>
<tr>
<td>Aggravated Battery - 10+ days OSS</td>
<td>Voluntary Manslaughter- 10+ days OSS</td>
</tr>
<tr>
<td>Aggravated Sexual Battery - 10+ days OSS</td>
<td>Arson- 10+ days OSS</td>
</tr>
<tr>
<td>Aggravated Child Molestation- 10+ days OSS</td>
<td>Terroristic Threats- 10+ days OSS</td>
</tr>
<tr>
<td>Armed Robbery- 10+ days OSS</td>
<td>Possession of a weapon - 10+ days OSS</td>
</tr>
<tr>
<td>Homicide Murder- 10+ days OSS</td>
<td>Felony/Misdemeanor Drug Possession- 10+ days OSS</td>
</tr>
<tr>
<td>Kidnapping- 10+ days OSS</td>
<td></td>
</tr>
</tbody>
</table>

***Superintendent Hearing

Certain behaviors may require district level intervention to maintain the safety and well-being of the school community. These behaviors may be specific offenses or chronic behaviors that require additional interventions beyond the ability of building level administrators. Level three offenses may require a superintendent hearing. A superintendent hearing is mandatory for level four offenses. The purpose is to determine what actions, in addition to school level interventions, may be required prior to a school board hearing and without the need for legal representation.

Procedure
1. Following an incident, the student is disciplined as appropriate by the building principal and then referred to the superintendent for a superintendent’s hearing. The principal is required to provide detailed documentation of the incident. The superintendent determines the need for a hearing.
2. The principal contacts the parent/guardian informing them of the current disciplinary status and that the student has been referred to a superintendent’s hearing. The principal will tell the parents that the superintendent’s office will contact them regarding the date and time of the hearing.
3. The superintendent’s office will send a letter to the parent/guardian notifying them of the hearing date, place, and time as well as the reason for the hearing.
4. The building principal prepares a student packet for presentation at the superintendent’s hearing. The packet should include:
   a. Demographic information
   b. Attendance summary
   c. Discipline summary
   d. A detailed explanation of the incident
   e. The latest report card
   f. A progress report from the student’s teachers and the guidance counselor
5. The participants at the meeting include:
   a. The superintendent or the superintendent’s designee
   b. The building principal or the principal’s designee (must be a school administrator).
   c. The parent/guardian
   d. The student
   e. Other relevant individuals as determined by the superintendent
6. During the hearing:
   a. The principal will read the information contained in the packet.
b. The parent/guardian will present relevant information regarding the case.
c. The student will have the opportunity to present information
d. The superintendent may ask for recommendations from appropriate sources
e. The superintendent determines if additional interventions are needed that may include:
   i. No additional discipline beyond that imposed by the building principal
   ii. School-based interventions
   iii. Alternative school placement
   iv. Formal expulsion hearing

Appendix A
Recommended Classroom Strategies

- Teachers should set up their classrooms to be “student friendly”. Arrange desks for easy teacher access to all students and in an optimal formation for student learning.
- Teachers should move around the room monitoring student performance and behavior.
- During instruction, challenging students should be moved close to the teacher. Proximity and eye contact with the student is effective in promoting positive behaviors.
- Keep students engaged. Teachers should have prepared sufficient activities to keep students focused on academics throughout the allotted instructional time.
- Teachers must ensure that students remain inside the classroom in their assigned seats until dismissed but never before the dismissal bell.
- Reward students for good work and positive behavior with praise, a note or phone call home, privileges, and tangible incentives.
- Post a daily schedule in a place that is easy for students to see and follow the schedule. Students need to know the daily routine.
- Teach students your expectations for each daily activity. Do not assume students know what you expect of them.
- Review learning expectations for students at the beginning of each class. Students need to know what they should have learned by the end of each class.
- Essential questions or learning objectives should be clearly posted and addressed each day.
- Look for classroom-tested resources to motivate and manage challenging students.
- Collaborate with your peers regarding pedagogy, classroom management, and instructional strategies. Learn what is working best for your colleagues.
- Communicate with parents early for both academic and disciplinary issues. Use school supports such as guidance counselors, social workers, and the SAP team to help as needed.
# Appendix B

## Level Two Offenses

<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refusing to relinquish a cell phone/electronic device</td>
<td>ISS/Sat. Detention (2hrs.)</td>
</tr>
<tr>
<td>1st offense</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Refusing to relinquish a cell phone/electronic device</td>
<td></td>
</tr>
<tr>
<td>2nd offense</td>
<td>2 days OSS</td>
</tr>
<tr>
<td>Refusing to relinquish a cell phone/electronic device</td>
<td></td>
</tr>
<tr>
<td>3rd offense</td>
<td>3 days OSS</td>
</tr>
<tr>
<td>Refusing to relinquish a cell phone/electronic device</td>
<td></td>
</tr>
<tr>
<td>4th offense</td>
<td>Parent/administrator meeting</td>
</tr>
<tr>
<td>Minor cheating or plagiarism</td>
<td>Grade of “0”, parent contact</td>
</tr>
<tr>
<td>Open defiance</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Vandalism (minor and removable)</td>
<td>1 day ISS or Sat. (2 hrs)Detention</td>
</tr>
<tr>
<td>Walking out of class 1st offense</td>
<td>2 periods ISS</td>
</tr>
<tr>
<td>Walking out of class 2nd offense</td>
<td>ISS or Administrative Decision</td>
</tr>
<tr>
<td>Walking out of class 3rd offense</td>
<td>1 day OSS/administrator meeting</td>
</tr>
<tr>
<td>Repeated or extended class disruption 1st offense</td>
<td>2 periods ISS</td>
</tr>
<tr>
<td>Repeated or extended class disruption 2nd offense</td>
<td>½ day ISS</td>
</tr>
<tr>
<td>Inciting others to participate in level one/two behaviors</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Aggressive profanity, obscene language or gestures</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>1st offense</td>
<td></td>
</tr>
<tr>
<td>Aggressive profanity, obscene language or gestures</td>
<td>3 days OSS/administrator meeting</td>
</tr>
<tr>
<td>2nd offense</td>
<td></td>
</tr>
<tr>
<td>Profanity to an adult</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Hazing</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Insubordination (including lying to an Administrator)</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Refusal to attend any detention</td>
<td>½ day ISS</td>
</tr>
<tr>
<td>Chronic tardiness</td>
<td>Administrative Disposition</td>
</tr>
<tr>
<td>Forgy</td>
<td>1 day ISS</td>
</tr>
<tr>
<td>Aggressive behavior (physical staff intervention required)</td>
<td>1 day OSS (3 days OSS)</td>
</tr>
<tr>
<td>Gambling</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Pushing/shoving, inappropriate physical contact/Student on Student</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Minor theft less than $50</td>
<td>1 day OSS and restitution</td>
</tr>
<tr>
<td>Property damage less than $50</td>
<td>1 day OSS and restitution</td>
</tr>
<tr>
<td>Network violation</td>
<td>1 day OSS, 2 wk. loss of technology</td>
</tr>
<tr>
<td>Dress code violation</td>
<td>Parent Contact and/or 1 day ISS</td>
</tr>
<tr>
<td>Repeated bus offenses</td>
<td>Refer to bus discipline policy</td>
</tr>
<tr>
<td>Abusing passes</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; offense</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Cutting class 1&lt;sup&gt;st&lt;/sup&gt; offense</td>
<td>1 pd. ISS</td>
</tr>
<tr>
<td>Cutting class 2&lt;sup&gt;nd&lt;/sup&gt; offense</td>
<td>2 periods of ISS</td>
</tr>
<tr>
<td>Cutting class 3&lt;sup&gt;rd&lt;/sup&gt; offense</td>
<td>Lunch Detention</td>
</tr>
<tr>
<td>Cutting class 4&lt;sup&gt;th&lt;/sup&gt; offense and beyond</td>
<td>1 day OSS, loss of privileges</td>
</tr>
<tr>
<td>Disruptive or disrespectful behavior at school functions</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Publishing/distributing libelous material</td>
<td>2 periods of ISS</td>
</tr>
<tr>
<td>Throwing objects 1&lt;sup&gt;st&lt;/sup&gt; offense</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Throwing objects 2&lt;sup&gt;nd&lt;/sup&gt; offense and beyond</td>
<td>Lunch Detention</td>
</tr>
<tr>
<td>Major Horseplay</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Late to class 4&lt;sup&gt;th&lt;/sup&gt; offense and beyond (per semester)</td>
<td>Lunch Detention, Saturday Detention, Community Service hours, ISS/OSS.</td>
</tr>
<tr>
<td>Late to school 10&lt;sup&gt;th&lt;/sup&gt; offense and beyond (per marking period)</td>
<td>Lunch Detention, Saturday Detention, Community Service hours, ISS/OSS.</td>
</tr>
<tr>
<td>Leaving Campus without permission</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Returning to Campus without permission</td>
<td>Lunch Detention</td>
</tr>
<tr>
<td>Not in assigned area 1&lt;sup&gt;st&lt;/sup&gt; offense</td>
<td>Lunch Detention</td>
</tr>
<tr>
<td>Not in assigned area 2&lt;sup&gt;nd&lt;/sup&gt; offense</td>
<td>Lunch Detention</td>
</tr>
<tr>
<td>Not in assigned area 3&lt;sup&gt;rd&lt;/sup&gt; offense</td>
<td>Lunch Detention</td>
</tr>
<tr>
<td>Not in assigned area 4&lt;sup&gt;th&lt;/sup&gt; offense</td>
<td>Lunch Detention</td>
</tr>
</tbody>
</table>

- Peer Mediation may be assigned as per Administrative Disposition.

Please Note:
All rules and regulations are subject to change. Students and parents will be notified of any changes to school board policies that effect a change to these rules and regulations.